

~~CONFIDENTIAL~~MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

18 March 1954

1. Colonel White indicated that regular meetings of this group are scheduled as follows:

25 March 1954	-	no meeting
1 April 1954	-	no meeting or luncheon
8 April 1954	-	luncheon meeting
15 April 1954	-	regular meetings

2. Colonel White requested that weekly activity reports be submitted to reach him not later than the Monday mornings following the report periods.

3. In connection with construction projects and approvals, Colonel White reminded all present that such projects must be finalized without delay in view of the proximity of the close of the fiscal year, and in view of the length of time needed to obtain approvals, specifications, bids, Bureau of Budget approvals where necessary, and similar requirements. Mr. Garrison indicated that the end of March would probably be the latest possible time for receiving plans for new construction.

4. Colonel White also requested that for similar reasons there be no delay in submitting requisitions for the procurement of materials and equipment.

5. Colonel White reported that a proposed notice which prescribes an orderly reduction of excess accumulations of annual leave has been submitted to the Regulations Control Staff. He also requested that component heads and supervisors install better plans for the use of annual leave time in order to spread leave times more evenly throughout the year.

6. Colonel White reported that the Director has approved the plan for the physical re-location of several Agency offices and the Director's move to South Building. He indicated that after the planned series of moves are accomplished there will be a limited amount of unused space in Administration Building, and requested that Mr. [REDACTED] of the Logistics Office be given suggestions as to who should occupy this space (preferably personnel who need to be near the Director).

7. The group was notified that the House Appropriations Committee will conduct a budget hearing for the Agency on 24 and 25 March 1954.

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8. [REDACTED] having returned from temporary duty in [REDACTED] reported to the group concerning such matters as problems of determining legality under different law systems, studies of tax laws and labor laws, contributions to defense and prosecution in trials, planning operations and financings, and real estate and personal insurance problems.

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9. Colonel White indicated that some in the group will receive a report summarizing the results of thirteen months of work in preparing new regulations. The report indicates significant progress in meeting the need for regulatory issuances.

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10. Mr. [REDACTED] commended the Real Estate and Construction Division, Logistics Office, for its efficient handling of physical moves within the DD/P organization.

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11. Mr. [REDACTED] reported that the Director of Training would like to receive comments and criticisms from those who attended the DD/A Intelligence Refresher Course. Colonel White requested that those who attended the course be asked to submit comments.

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12. Mr. [REDACTED] reported that Mr. [REDACTED] of the General Counsel's Office is leaving for the Far East to serve as Legal Counsel on the staff of [REDACTED]

13. Colonel Edwards indicated that an undesirable number of former employees apparently are divulging too much information about the Agency. He wishes that employees who leave the Agency would be required to sign a firm and carefully worded oath to cover their subsequent revealing of classified information. He recommends that the oath include a complete set of statements that the employee has had full opportunity to air and to receive action concerning his grievances, treatment, pay, and any other factors in his relationship with the Agency. A draft of this proposal is forthcoming.

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14. Colonel Edwards indicated that a meeting of the Security Officers of different components has been conducted recently and was quite satisfactory. He stated that it is particularly important that the Administrative Officers and Security Officers of all components let the Security Office know in what ways it fails to back them up or to give them the desired support.

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15. Dr. Tietjen reported that Dr. [REDACTED] will, for a period of two months, travel among all areas where there are medical facilities. He offered Dr. [REDACTED] services during this time to collect or relay information and similar acts.

16. Mr. Pforzheimer indicated that during the current heavy legislative period it is particularly important that Agency personnel voice no opinions and take no sides on congressional issues.

17. The group discussed methods for speeding up the coordination of proposed regulatory issuances. Colonel White indicated that decision must be obtained without delay in cases where disagreements arise during coordination. He states his opinion that three weeks is adequate time to accomplish coordination. In addition, he requested the Regulations Control Staff in its next activity report to indicate the status of delayed coordinations (what is held up, where is it, how long overdue).

18. Mr. Garrison reported that since we have cleared sources for classified contract negotiations, the situation at times is equivalent to soliciting competitive bids, and money is being saved.

19. Mr. Meloon reported that more than 900 Personnel Evaluation Reports are overdue and that efforts to obtain them have largely failed. Colonel White requested the representatives of DD/A components to arrange for all PER's to be submitted upon request. He also asked Mr. Meloon to place the subject of PER's on the agenda of the next meeting of Assistant Directors.

20. Mr. Meloon reported that he has proposed a classification survey of the entire Logistics Office. This survey, which will take approximately 45 days, will involve an analysis of every position and will result in recommendations for the grades and career designations of positions, and procedures for achieving a match between ceilings and T/O, utilizing a T/O projection of only six months. A large Personnel Office team would accomplish the survey. Mr. Meloon estimated that upon completion of the survey Mr. Garrison could implement all recommendations within 60 days, including conference and concurrence time.

21. Mr. Meloon indicated that he may propose a notice or some form of issuance which will describe the double-slotting and over-recruiting techniques which would permit components to approach or to fill their T/O authorizations without exceeding their ceilings.

22. Mr. Meloon reported that many personnel files cannot be regained by the Personnel Office despite repeated efforts. Colonel White asked for a list of the DD/A offices which are negligent in this matter, and of the files which each office possesses.

23. Mr. Maloon reported that a group of employees are examining each Agency personnel folder to eliminate duplicating material, to organize pertinent material more effectively, and to determine and obtain missing materials and information. He also indicated that another group is studying whether or not it would be desirable to establish two personnel folders for each employee, one for quite sensitive information and the other for daily working use.

24. Mr. Saunders indicated that recently it has been necessary to disapprove a significant number of requests for the "writing off" of mis-handled funds. He stated that it may be desirable to arrange for publicity concerning action taken in such cases.

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25. Mr. [REDACTED] reported progress on the backlog of project administrative plans. He indicated that of 106 current cases, 83 have been assigned and are in process, and 23 have not been assigned within PAPS because of limited personnel resources. Colonel White requested that Mr. [REDACTED] be informed of the comparative need for and priority of projects in order that he may accommodate the workload properly within his staff.

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